



Allan Hancock College Club Handbook

Student Activities Office
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HANDBOOK FOR STUDENT OFFICERS AND CLUB ADVISORS

Allan Hancock College Associated Student Body Government Mission Statement

The Associated Student Body Government of Allan Hancock College will strive to:

- Represent the needs, interests and perspectives of AHC students at every level of decision making within the college, to regional and state organizations and nationally as necessary and appropriate to promote and encourage student success;
- Provide students with opportunities to engage in learning and leadership as well as governing processes and parliamentary procedure;
- Support a vibrant student life on campus consisting of extracurricular activities and events that encourage cultural diversity, unity and college pride in order to enhance the general welfare and academic success of AHC students.

Congratulations on getting involved in student life at Allan Hancock College! The Student Activities office supports and coordinates the activities of all campus clubs. This handbook has been prepared for the guidance of club officers and advisors. It contains information on starting a club, planning activities, financing activities, and provides an overview of rules and regulations.

We encourage you to read through this handbook and use it as a reference guide. The Student Activities staff is also available to answer any questions or assist you in planning events. We are located on the Santa Maria Campus in the Mechanics Bank Student Center (Bldg. G) room G-105. You may also contact the Director, Student Activities, Stephanie Robb, via email at srobb@hancockcollege.edu or at (805) 922-6966 ext. 3229.

Clubs and organizations are an integral and important part of our Student Activities program. We wish you luck in your club endeavors and look forward to working with you!

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CHAPTER ONE

Starting a Club

- A. The formation of campus clubs is encouraged as groups of different interests and ideas arise. In order for any club or organization to have the sponsorship of Allan Hancock College, the club or organization must have the approval of the Student Activities office, and the Associated Student Body Government (ASBG) and conform to the State Education Codes. By following the simple steps below, you can easily form your own club.

1. Membership

Any club or organization must have and maintain a minimum membership of at least eight members during the course of the year. Official membership is limited to Allan Hancock College students carrying a minimum of one unit of credit per semester at Allan Hancock College. The club must submit a Club Registration Form and Membership List (Addendum) to the Student Activities and Outreach Office. Including names, position titles, cell phone numbers and email addresses of all club officers. If officers change part-way through the semester or new members sign-up, please submit a new membership and officer list to the Director, Student Activities and Outreach.

2. Obtain an Advisor

Students may choose any administrator, full-time faculty member, or part time faculty member they wish, if he/she is available and interested, to serve as club advisor. A classified staff member may serve as a co-advisor with an administrator or faculty member.

3. Written Constitution

A written constitution outlining the club's objectives must be on file in the Student Activities office. Constitutions are subject to review by the ASBG Director of Legislative Affairs and the Director of Student Activities and Outreach. A constitution template (Addendum) is available to follow, if desired. Please remember, anytime changes are made to your constitution a revised copy must be submitted to the Director, Student Activities and Outreach.

4. Club Registration

Complete the Club Charter form, Club Registration and Member List form, and New Club Fund Request form and submit them to the Student Activities Office (Addendum). The New Club Fund Request form establishes an account in the Auxiliary Accounts Office and needs to only be submitted once unless an existing club chooses to change the club name. Any name change necessitates submission of a New Club Fund Request form.

The club charter form has signatures of the advisor and the club president. Return all club forms to the Director, Student Activities and Outreach in the Student Activities

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office. After review and approval by the ASBG, the club charter will be signed and a copy emailed to the club advisor. **All club charters must be renewed annually.**

5. In order to retain active status, each club must send a student representative to attend Inter Club Council meetings with other club representatives and the Student Activities Specialist on a monthly basis. Failure to meet two consecutive meetings or three for the semester may be cause to place the club on inactive status.

Upon completion of the preceding steps, each club is officially chartered and the rights and privileges of such status. Included in these privileges are coverage by college insurance for properly calendared events and free of charge on-campus meetings space, on a space available basis. Student clubs are required to comply with collegewide policies and campus regulations and are subject to disciplinary action or revocation of active status for violation of such policies or regulations.

- B. The Allan Hancock College District will not sponsor or permit the establishment of any student club which is secret or restrictive in membership
- C. The Allan Hancock College District cannot be responsible for, nor does it approve of, off-campus individuals using the college name.

Checklist for starting a club:

- Recruit eight active members enrolled at Allan Hancock College
- Obtain a faculty advisor
- Create your Club Constitution (Addendum)
- Pick up the following forms from the Student Activities office or download from the ASBG web pages on the Allan Hancock College website:
 - 1) Club Registration Form and Membership List (Addendum)
 - 2) Club Charter (Addendum)
 - 3) Club Account Form (Addendum)

Chapter Three

The Role of an Advisor

A. Who are Advisors?

1. Club and organization advisors are Allan Hancock College certificated staff who, out of interest and dedication, give their time and talent to the club program. Students must realize that advisors are not compensated for their participation. Every effort should be made to arrange meetings and events so that advisors can attend without undue hardship. **REMEMBER: in order for any club to conduct business or hold an activity, it is strongly advised that the staff advisor be present** (see C. 1. below.)
2. Much of the success enjoyed by the activity program at Allan Hancock College is directly related to the interest and efforts of advisors. Advisors provide the basic orientation to, and the continuity for, the club program. In a community college where the student body turnover is high each year, the clubs and organizations are highly dependent on the advisor to provide knowledge of the activities, traditions, and services of the group.

B. Selection of Advisors

1. The selection of advisors for clubs and organizations is up to the membership of the particular group. However, the Director, Student Activities and Outreach can help a club obtain an advisor.
2. It is best for advisors to accept a position with a group whose interests parallel their own.

C. Responsibilities of Advisors

1. **Advisors are responsible to ensure proper supervision from beginning to end of any meeting and/or activity staged by the group with which he/she is working.** Although the students should be encouraged to provide their own momentum, they are the first to point out that they need a guiding hand from time to time.
2. Advisors should play an active role in assisting the students to set up a meaningful program that is consistent with the purposes of the group and with the aims of higher education.
3. Advisors should encourage the development of initiative, responsibility and leadership in the student members. Holding a club office can be a rewarding experience if students learn to take on responsibility and learn something about dealing with people.
4. Advisors must supervise financial transactions, the handling of club funds, and the maintenance of financial records. This is quite easy since our Auxiliary Accounts Office operates as a bank for the clubs and organizations. Expenditures require the approval of the advisor and club members and must be documented in club minutes. Periodically, the advisor should review the financial records of the group.
5. Advisors should see to it that minutes of meetings are maintained and filed with the club advisor, with a copy provided to the Director, Student Activities and Outreach.

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The Role of an Advisor

6. Advisors should feel free to discuss club problems with the Director, Student Activities and Outreach. The administration of Allan Hancock College is strongly committed to an effective club program and will support such a program within the framework of the aims and objectives of the college.
7. It is the responsibility of advisors to prohibit the use of intoxicants by the students during any club event.
8. In case of injury to any student during a college-calendared event, it is the responsibility of the advisor to see to it that first aid is given and medical aid is secured if necessary. Written reports of accidents or injuries must be made to the Student Health Services office as soon as possible.

D. General Guidelines for Advisors

1. Advisors should meet with executive officers of their organizations for the following reasons:
 - to assist with the development of organizational programs
 - to discuss organizational goals and directions
 - to discuss the financial status of the organization, including identification of problems and their potential solutions, and identification of financial strengths and means of perpetuating such.
2. Advisors should be familiar with the constitution and by-laws of their organizations and be prepared to render assistance with their interpretation, as well as being familiar with the information contained in this handbook.
3. Advisors should be familiar with the college's policies and rules which govern student organizations.
4. Advisors should not hesitate to provide constructive criticism when it is deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.
5. The appropriate role of the advisors is not to become "one of the gangs" nor is it to remain conspicuously aloof from the group. The effective advisor is one who will render advice when it is requested, and offer counsel even though it may not have been requested. It is important for advisors to obtain the "pulse" of their group by developing a sense of the group's personality. This should elevate the level of advising effectiveness.
6. The advisor will be called upon to serve as personal confidant in organization related matters. This is a particularly sensitive role. The advisor, most likely, will want to provide

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assistance to the person seeking the advice (usually in regard to a problematic situation). However, advisors cannot compromise their relationship with the group by showing favoritism to one or a small group of individuals.

7. The voluntary association between advisors and their respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, the advisor and/or officers should resign.
8. An individual assumes an advisor's role voluntarily; however even though serving as a volunteer, the advisor is expected to uphold the best interests of the college.
9. Advisors should not hesitate to engage in the general discussion of organizational matters at meetings; however, they normally should not dominate discussions or become the focus of attention.
10. Advisors should realize that students often may not accept their advice as "gospel". Advisors should expect to be challenged; however, this should not be interpreted as an indication that their services are no longer required.
11. Advisors should work to provide club officers the special skills they require to be successful, i.e. encourage your student leaders to enroll in Leadership 111- Student Government- Leadership Skills Class.
12. Advisors should realize that interest, imagination and enthusiasm are contagious and should attempt to infect everyone.

CHAPTER TWO

Club Charters

A. General Policies

1. All clubs and organizations must be properly chartered by the ASBG and Director, Student Activities and Outreach. The deadline to charter is the sixth week of the spring semester. Final approval is at the discretion of the ASBG Board of Directors.
2. Once the club forms and constitution are approved, a club charter is granted for that academic year (starting the first day of classes the Fall Semester and ending the day before the first day of classes of the next Fall Semester)
3. A list of current officers, members and their current constitution must be on file with the Student Activities and Outreach office. Remember, if officers change throughout the semester, an updated list should be submitted. A minimum of eight members must be maintained throughout the year.

B. Revocation of Charters

1. A charter may be revoked if the club or organization fails to abide by all college policies and ASBG regulations and by-laws. (Refer to ASB Constitution and By-Laws). If a club charter is revoked, that club will not be permitted to reactivate until the following school year and may reactivate upon submission of appropriate paperwork and approval by the ASBG and Director, Student Activities and Outreach.
2. In order to retain active status, each club must have a student representative, who attends Inter Club Council meetings with other club representatives and the Coordinator, Student Activities monthly. Failure to meet two consecutive meetings, or three total for the semester may be cause to place the club on inactive status. This means they:
 - A. Will not be allowed to meet on campus.
 - B. May not utilize the school name, services, or facilities.
 - C. Will have their account frozen in the Auxiliary Accounts Office.

CHAPTER FOUR

Ingredients of an Effective Meeting

A. Advance Notice

1. The purpose of the meeting should be clearly understood in advance by all concerned.
2. The problem of unpreparedness can be partially overcome by giving each participant as much advance notice as possible.
3. The agenda should be distributed in advance to all concerned.

B. Duties of the Chairperson

1. Insure that the meeting proceeds in an orderly fashion.
2. Start on time.
3. Brief latecomers quickly as to what has transpired so that no time is spent going over ground already covered.
4. Finish on time.
5. Ration out time so that each item on the agenda receives some time.
6. Use parliamentary procedure.
7. Keep the discussion on track.
8. Try to get all relevant views. Don't take sides.

C. Minutes

Keep minutes of each meeting and distribute them to each club member, the club advisor, and the Director, Student Activities and Outreach.

D. Assignment of tasks

In order to assure that action is taken, tasks should be divided up and assigned before the meeting is adjourned.

E. Expected Behavior of Participants

1. Be on time.
2. Come prepared.
3. Pay attention to the proceedings.
4. Speak freely.
5. Listen critically and thoughtfully to others.
6. Speak to the group at large, not in side conversations.
7. Create no distractions-avoid unnecessary interruptions.
8. Keep remarks to the point.
9. Abstain from personal arguments.
10. Stick to the order of business.
11. Do not dominate the meeting.
12. Stay until the end of the meeting.
13. Be action minded.
14. Be supportive of your group's efforts to reach goals.

CHAPTER FOUR

Ingredients of an Effective Meeting

- F. Code of the Chairperson
1. Be the leader of the meeting.
 2. Be at the same time the servant of the assembly.
 3. Be impersonal (don't say "I", say "the Chair").
 4. Maintain order.

CHAPTER FIVE

How to Conduct a Meeting

A. Advisability of Using Parliamentary Procedure

1. Even if student leaders are unable to enroll in the college Leadership class, they are urged to become familiar with basics of parliamentary procedure. The following will serve as a start toward achieving the objective of conducting an effective meeting. Remember, all clubs are governed by the same parliamentary authority as the Associated Student Body Government. Refer to the Associated Student Body Constitution, Article X, Section I.
2. The basic reason for having any standard procedure is to handle the business before the membership as quickly, efficiently, and justly as possible. The five (5) basic theses of parliamentary procedure are:
 - a. Only one (1) subject may be discussed at a time.
 - b. Every member of the assembly has equal rights.
 - c. Each issue presented is entitled to free debate.
 - d. The rights of the minority must be protected.
 - e. The will of the majority must rule.

B. Usual Order of Business

1. Call to order, roll call.
2. Reading/approval of minutes from the previous meeting.
3. Officer reports (particularly Treasurer).
4. Reports of committees.
5. Unfinished business.
6. New business.
7. Announcements.
8. Adjournment.

C. Chairperson's Memorandum

1. The presiding officer should have a more detailed guide for the meeting than the usual agenda- an annotated agenda.
2. This annotated agenda will serve as a reminder to the chair regarding announcements, minutes, reports, and business.

D. The Course of a Motion

1. Member addresses the chair.
2. Chair recognizes member.
3. Member states the motion.
4. Another member seconds that motion.
5. Chair restates the motion.
6. Discussion.
7. Vote.
8. Chair announces results.

CHAPTER FIVE

How to Conduct a Meeting

E. Typical Procedure

1. Establish how many voting members there are.

2. Are there any motions?

“I move that...”

Is there a second?

“Seconded”

Is there discussion? (Discussion begins with the maker of the motion. The maker of the motion may “turn the floor over” to another person. Ordinarily, in a contested issue, the discussion alternates between pro and con.)

Is there further discussion?

Hearing none, we’ll move into the vote.

All those in favor

All those against

All those abstaining (declining to vote)

3. If a person feels that there is no need for further discussion, he/she may move to vote immediately, (call for the previous question.) That means that he/she wants to have the vote taken immediately.

“I move to vote immediately.” (I call for the previous question.)

Is there objection to voting immediately? (The previous question.)

If there is no objection, the vote is taken.

If the chairperson hears objection, the discussion may be continued.

F. Parliamentary Procedure Reference (available in the Student Activities and Outreach office.)

Robert, Henry M. (General), Robert’s Rules of Order, Berkeley Publishing, 200 Madison Avenue, New York, NY 10016, 1983

Sturgis Standard Code of Parliamentary Procedure, McGraw-Hill Book Co., New York, NY 1966

Sturgis, Alice, Learning Parliamentary Procedure in Action Filmstrips, Huntsville, TX 1976

Other online sources are available via the internet. Search: How to Have Successful Meetings and How to Develop Leadership Skills

CHAPTER SIX

Planning an Event

A. Steps in Planning an Event

1. Any student group wishing to utilize meeting space on the Allan Hancock College campus should first discuss the idea and check the calendar in the Student Activities and Outreach office to ensure there are no conflicts with other events occurring on campus.
2. Fill out a "Request for Activity Date" form (Addendum) with signature of the event chairperson (or club representative), and the club advisor. Leave ample time to get the necessary signatures. This request must be submitted to the Director, Student Activities and Outreach at least two weeks (fourteen days) prior to the planned event. Forms submitted with less than fourteen days' notice will be accepted at the discretion of the Director, Student Activities and Outreach.
3. If approved, then submit the request to their club advisor who schedules the event in ASTRA on the myHancock portal at least four (4) days in advance. **Additionally, an Instructions to Maintenance form (Addendum) must be completed and submitted to the student activities office.**
4. Event planning checklists are available for use in the Student Activities office which aids greatly in the planning process.
5. If you need a check written by Auxiliary Accounts, a request should be submitted on a "Check Request" (Addendum) at least two weeks before the check is required. The Auxiliary Accounts Office issues the checks. Once a request for payment is submitted to the Student Activities and Outreach office, it requires two additional signatures and club meeting minutes allocating the funds for the expense. Allow plenty of time to obtain all necessary signatures and keep in mind the timeframe for issuing checks. Check Request may be obtained from the Student Activities office.
6. If you are selling food items on campus, the food court manager must sign off on the Fundraising Proposal form (Addendum) on the appropriate line. Note that each club or organization must have a minimum of one "Certified Safe Food Handler" present for events where food is being sold. REMEMBER- inform the food court manager if you cancel. If you sell food items off campus, check whether you will need a health permit from the Santa Barbara Public Health Center (805-934-6142).
7. If you are planning a fundraiser, complete the Fundraising Proposal Form (Addendum) and turn it in to the Student Activities Outreach office at least two weeks (14 days) prior to the event to ensure the fundraiser is allowable.
8. If you need a cash box, submit the "Cash Box and Game Bag Request" (Addendum) to the Student Activities and Outreach office. The request must be in the Auxiliary Accounts Office a minimum of forty-eight hours prior to the date needed. When finished with the cash box, count the money, complete the deposit form (Addendum) to the Auxiliary Accounts Office within twenty-four hours of the event. If the event is held on a weekend, this must be submitted to the Auxiliary Accounts office the first regular business day after the event.
9. The Student Activities and Outreach office can help clubs publicize events. Remember to include WHO, WHAT, WHEN, AND WHERE. Be sure that your meeting place has been secured.

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10. Have your publicity posters stamped in the Student Activities Office before you post them on campus. Be aware of size and location limitations. **Remember, all materials must include the Allan Hancock College logo.**
11. Student Activities and Outreach staff are here to assist you in planning events and learning the process. Keep the people in that office informed about your event, they are here to help. Contact the Student Activities and Outreach Director, Stephanie Robb at srobb@hancockcollege.edu or (805) 922-6966 x3734 with any questions.
12. The ASBG awards \$100 to all clubs upon initial approval of the club charter. This is to assist clubs to purchase necessary supplies such as poster board, paper, etc., or any other purpose deemed appropriate by the club.
13. Any club may submit a written request to the ASBG for special funding of events. To submit a written request, pick up the ASBG Budget and Finance Committee Funding Request (Addendum) in the Student Activities Office or download from the ASBG web page. Submit the request to the Student Activities and Outreach office. Invoices, receipts, etc. will be requested to support the purchase. All funding and dollar amounts reviewed by the ASBG Budget and Finance Committee and are awarded are at the discretion of the ASBG Student Council. Submission of a proposal is not a guarantee the funds will be awarded.

B. Cancellations

1. Cancellation of any activity should be reported promptly to the Student Activities and Outreach office and removed on the Astra scheduler on the myhancock portal.
2. Check that all persons involved have been informed of the cancellation.

CHAPTER EIGHT

Financing Student Activities

A. General Policies

1. All Clubs and organizations come under the general supervision of the Director, Student Activities and Outreach. All financial transactions are administered by the Auxiliary Accounts Office.
2. All student accounts must be deposited and maintained by the District Auxiliary Accounts Office. **No outside bank accounts are permitted.**
3. Club and organization funds must be deposited in the Auxiliary Accounts Office under the name of the particular club or organization within twenty-four hours of an event or activity, or the next regular business day immediately following a weekend activity.
4. **No club is permitted to take cash from funds raised to make purchases or for reimbursement.** All funds raised must be deposited into the appropriate club account, and payments for purchase or reimbursements must be requested in accordance with district procedures.
5. Balance on club accounts will be given only to the advisor of the club and officers designated and authorized by the club to receive such information from the Auxiliary Accounts Office.
6. All club disbursements must be made by check utilizing a "Check Request" (Addendum) and club minutes allocation/expense was approved by the club. Any vendor providing a service will need to complete and sign an Independent Contractor/Professional Service Agreement (Addendum form) and all need forms to be turned into the Student Activities and Outreach office at least two weeks prior to the event.
7. Club accounts that have been inactive for two fiscal years will have any funds reverted back to the Associated Student Body Government account.

B. Request for Payment

An approved allocation of funds for any given expense or reimbursement should be reflected in your club meeting minutes. The club meeting minutes and any invoice or original receipts will need to be submitted to the Student Activities office to request a check. The Check Request form (Addendum) is used when you need to pay a bill or need reimbursement. If funds are needed for purchases in advance of an event, a check will be requested payable to the club staff advisor.

1. Based on your club meeting minutes and attached invoices and/or original receipts, the "Check Request" form will be sent for signature to your club advisor and club officer necessary to do financial transactions for your club. The advisor should sign this form on the "Club Advisor Signature" line. The appropriate student (Treasurer or President) signs

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Financing Student Activities

on the "Student Signature" line. If the advisor is not available, the Director, Student Activities and Outreach may sign as the advisor.

2. An original invoice, receipts, and club minutes noting approval for expenditure will be attached to the "Check Request". If the check requested is for reimbursement then the Employee/Student Reimbursement will also be attached to the form.
3. A Purchase Request will then be generated by the Student Activities Office a check for payment of the bill will be issued by the Auxiliary Accounts Office. .

C. Reimbursement

On occasion students or advisors may need to purchase items for an activity or an event. Under these circumstances private funds can be used and reimbursement requested. The following steps must be followed in advance of any reimbursement being made.

1. The club must give formal authorization of any personal funds being expended for reimbursement. Formal authorization is given by a majority vote in a club meeting. This must be recorded in meeting minutes.
2. The authorization must indicate who is authorized to be reimbursed, the items to be purchased, and the cost (a specific dollar amount).
3. Submit original receipts to the Student Activities and Outreach office to obtain approval (confirmation that funds are available in the club account) with the meeting minutes noting authorization. Original receipts, not photocopies, are the only acceptable back-up.
4. The Employee/Student Reimbursement Certification form (Addendum) will be sent for signature to the payee and the club advisor. If the club advisor is the payee, then the Director, Student Activities will sign as the advisor. An Employee/Student Reimbursement Certification form along with the original check request form will be needed to generate the Purchase Request. Original receipts, not photocopies, are the only acceptable back-up.

D. Request for Cash Box

1. Sufficient funds must be on deposit with the Auxiliary Accounts Office to cover your cash fund.
2. The Cash Box and Game Bag Request form (Addendum) with required signatures must be in the Auxiliary Accounts Office at least two days in advance of the event, the forms available in the Student Activities and Outreach office. If the cash box is part of a fundraiser. Please submit the Cash Box and Game Bag Request with your Fundraising Proposal form (Addendum).

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3. It is important to state on the request the breakdown of cash and coin desired, the appropriate amount is at the discretion of the Director, Student Activities and Outreach.
4. When picking up the cash box and cash fund, be sure to count your cash fund and initial the form. You will be responsible for that amount when the fund is returned.
5. Only the club President, Treasurer or Advisor are authorized to pick up cashboxes. These persons should take a photo ID with them when collecting the box.
6. When finished with the cash box, count the money, fill out the Deposit form (Addendum) and submit funds in the sealed money envelope provided to the Auxiliary Accounts Office for deposit.
7. Please attempt to turn in your cash box immediately after the club event ends. If it is not possible, then the cash box should be turned in within twenty-four hours of your activity. If the event is held on a weekend, funds should be deposited the next regular school day.

CHAPTER SEVEN

Club programs

A. Speakers

1. The college faculty represents a wonderful resource for speakers or panel discussion leaders for club programs. The faculty generally enjoy being actively involved in the various activities on campus and they are typically willing to become involved providing it is in the field of their competency. Some of the very best programs on campus have been provided by Allan Hancock College staff.
2. Clubs should be aware of the rich resources among Allan Hancock College students. For musical programs, for panel discussions, for debates, or for any number of other types of programs, students very often represent qualified, personnel from which to draw. It should be remembered that there are many foreign students on campus and many students from states other than California. These, too, offer possibilities for good programs.
3. There are many community resources for stimulating club programs. If club program committees will think in terms of allied organizations in the community, they will find that there are many qualified local people who are willing to participate in club programs. There are professional organizations, service clubs, government offices, and private citizens who are willing to help.

B. College Wide Activities

1. Clubs should not over look the possibility of sponsoring programs for the entire student body. Some very exciting programs sponsored by clubs have been opened to the student body with very favorable results.
2. Among college wide activities sponsored by Student Council in which you may be asked to participate are Bulldog Bow WOW and Spirit Week in the fall semester and Bulldog Bow WOW, Diversity Day and Earth Day events in the spring semester. Additional events may be scheduled in which you may wish to participate.
3. Speakers from off campus must be approved. Notify the Student Activities and Outreach office at least seven school days in advance of the event. Approval of a non-college speaker on campus does not imply endorsement of the speaker and his/her views by the college or sponsoring club.
4. If you are planning to hire an outside agent for any of your activities, you will need to have a signed Independent Contractor/Professional Service Agreement (Addendum). And all needed forms attached. Check the Student Activities and Outreach office for the needed forms, assistance, and approval.

C. Fundraising

CHAPTER SEVEN

Club programs

1. Student fundraising may only be conducted by officially recognized and chartered Allan Hancock College student clubs.
2. Solicitation of money or materials is closely regulated by State Law and College regulations. Any activity in this area must be coordinated with the Student Activities and Outreach office and the Allan Hancock College Foundation office.
3. Fundraising events must be approved in writing at least two weeks (14 days) in advance of the activity. A Club Fundraising Proposal Form (Addendum) may be obtained through the Student Activities and Outreach office or on the ASBG website.
4. If a cashbox is needed, complete the "Cash Box and Game Bag Request" form (Addendum) and submit it to the Student Activities Office at least two (2) days prior to your event.
5. The proceeds from your event must be submitted with your deposit form (Addendum) to the Auxiliary Accounts Office. Please attempt to turn in your cash box immediately after the club event ends. If it is not possible, then the cash box should be turned in within twenty-four hours of your activity. If the event is held on a weekend, funds should be deposited the next regular school day.
6. For set up of your event on campus, submit an Instructions to Maintenance form (Addendum) and return it to the Student Activities and Outreach office at least four days in advance.
7. If tickets are involved in your fundraising, they must be numbered consecutively and reconciled at the close of the event. In case of advance ticket sales, a record of ticket distribution and sales is required.
8. If food items are sold on campus, the Food Court Manager must be informed and should sign the Fundraising Proposal form (Addendum) in the appropriate space. The Food Court Manager must also be informed if the event is cancelled. If selling food items off campus, the organization must check with the Santa Barbara Public Health Center, 500 West Foster Road, (805) 934-6142 to see if a permit is necessary.

D. Donations

1. Any club or organization wishing to solicit donations or grants from any community organization or business must inform the Student Activities Office. Then submit a written request directed to the Allan Hancock College Foundation, who coordinates all such requests. This written request should include a list of the businesses they wish to contact and specify what it is they are asking for. It should also specify the

CHAPTER SEVEN

Club programs

purpose for soliciting said donations. Allow at least one week for the Foundation staff to approve requests.

2. All donations must have Donation form (Addendum) completed and turned in with the donation to the Student Activities Office. The club receiving the donations must follow and complete the district donation acceptance procedures (Addendum). If a donation or grant of \$500 or over is received, the club must follow the district donation acceptance procedures and complete the Donation form (Addendum) and appropriate paperwork.

E. Dues or Assessments

Clubs or organizations are authorized to require their members to pay dues or assessments. These funds, like all other money earned or collected, are to be deposited in the group's name in the Auxiliary Accounts Office. Use the Deposit form (Addendum) and take all funds to the District Cashier.

CHAPTER NINE

Publicity Policy

A. Policy

College sponsored events may be publicized on campus, social media or Rave according to established procedures. Non-college sponsored events must have advance approval of the Student Activities office through procedures established by the college. All posters, signs and printed material distributed on the campus must be non-commercial in nature and must be in good taste. Use of publicity materials shall be regulated as to reasonable time, place and manner as determined by the Vice President, Student Services or his/her designee.

The college campus is not public in the sense of parks, streets, etc.; and thus the campus is not open for expressions of free speech and distribution of material in any manner by the general public without regulations. On the other hand, the general public may demonstrate and exercise their constitutional rights of free speech, assembly and distribution of materials so long as they obey the college rules of "time, manner, and place" and do not disrupt the orderly process of student education.

The President of Allan Hancock College shall designate a person (Vice President or Dean) to review material and exercise administrative responsibilities as required by the policy. Any student may appeal a decision concerning this policy to the Vice President, Student Services or President, who shall render a decision within a reasonable time and in any event, not later than one school day after receipt of the appeal. The appeal shall be based solely on the standards established in Education Code Section 76120.

Knowing violation of this policy by any student is sufficient cause for suitable disciplinary action to be taken.

B. Procedures

These procedures are established as a means of implementing the Board Policy pertaining to publicity. The intent of these procedures is to control the time, place, and manner of publicity materials, to protect the aesthetics of the campus, to ensure that the campuses are not misused for the promotion of private enterprise and to permit safe and orderly flow of traffic. The Vice President, Student Services is designated as the person to review material and exercise administrative responsibility.

1. All posted materials anywhere on campus must have the Student Activities and Outreach stamp. Stamping of posters should not be construed as a judgment on the content of the material to be posted.
2. All materials displayed shall be dated and shall clearly indicate the author or agency responsible for its production.
3. Requests by off-campus individuals or agencies to disseminate materials on the Allan Hancock College campus shall be referred to the Student Activities and Outreach office.
4. There shall be no distribution of publicity materials in a classroom while a class is in session. The place and activity of distribution is not to interfere with the normal flow of traffic within the college corridors and walkways or impede entrance to or exit from college property.
5. Individuals are expected to use good taste in their manner of expressing ideas. All language, pictures, drawings, or photographs used in any material distributed, displayed or circulated

CHAPTER NINE

Publicity Policy

pursuant to this policy must not be vulgar. Vulgar as used herein includes that which is obscene or profane.

6. The maximum size for a poster will be twenty-eight inches by forty-four inches (28" x 44"). The maximum number of posters for any one event that may be displayed at any one time will be thirty (30). This is in addition to those permitted by individual instructors to be posted on classroom bulletin boards.
7. The maximum size for any individual, student, club or election banner for display will be four feet by twelve feet (4' x 12'). Any individual or club shall be permitted a maximum of two (2) banners for any one event, on display at any one time. Banners that are to be left out of doors overnight must be constructed of material such as sign cloth that will not shred in the wind. Locations for display of banners in designated areas are: Student Center, Math/Science Patio, Business Education Building and Gym. In order to maximize available space in the Student Center, banners in the Café area must fit horizontally within the confines of the window.
8. Flyers, notices, handbills, leaflets, and printed materials shall be submitted to the Student Activities and Outreach office for clearance to insure orderly distribution. Such materials must be distributed hand to hand and not to be left undistributed or stacked for pick-up while unattended at any place on the college campus except where containers are provided for that purpose by the college. Any exception to this stipulation will be at the discretion of the Vice President, Student Services. The quantity of notices or number of students or groups who may distribute materials on any one day may be limited.
9. No materials shall be placed over or obstruct the view of previously posted materials or of directional, emergency, or warning signs. No materials may be placed on entrance doors in any building.
10. Materials shall not be placed on the private property of other persons or agencies, i.e. telephone poles, vehicles, bicycles. No materials may be affixed to painted walls and surfaces.
11. Thumb tacks on bulletin boards, tape, and string or other like binding materials shall be the only permitted materials to be used in displaying communication materials.
12. Materials written in a foreign language must include an English translation on the same material.
13. Political posters, slogans, decals, etc. for national, state, and/or local elections shall be authorized of the discretion of the Vice President, Student Services, and may only be posted on designated public bulletin boards.
14. Materials from commercial off-campus individuals, enterprises, or agencies require a stamp of approval for posting, such is available at the Student Activities and Outreach office in G 105.
15. To help insure accessibility, a maximum of one poster for the same event is allowed on any one bulletin board or display area.
16. It is the responsibility of the person who distributes or posts publicity materials to remove the same when the event is over.
17. Unauthorized persons shall not remove materials once posted.

CHAPTER TEN

Special Services

A. Duplicating Services

1. Clubs will be allowed to make no more than twenty (20) copies, one time only, on the ASBG copy machine. Remember, once a club is chartered, The ASBG makes a \$100 donation to clubs to help with such things as printing costs.
2. Clubs may print fliers at Campus Graphics. The cost of such printing will be billed back to the appropriate club account. For assistance in completing print requests, check with the club advisor or student activities personnel.

B. Public Affairs and Publications

1. The Director, Public Affairs and Publications is responsible for all news releases, photos, radio and TV spots sent from the college to the local media. If you have material you wish to appear in the local media, please contact the director's office at Ext. 3280.
2. Be sure the event has been approved and well planned before you contact the Public Affairs Office.\
3. Types of items that make a news story are: items of general interest, events involving a sizable group of people, something unique, and human-interest stories.
4. Bring your news material to the Student Activities and Outreach office in Building G room 105 at least 14 days prior to the event.

C. Building Use and Equipment

1. The scheduling of space for club meetings and events is handled through Astra on the myHancock portal. The "Instructions to Maintenance" form (Addendum) must be completed to assist you with obtaining any special requests you have for equipment and set up from facilities department. Submit the Instructions to Maintenance form to the Student Activities Office.
2. All requests for multi-media equipment must be submitted online. Your club advisor should log on to the myHancock portal, Using the short cuts menu under "tools" click on " the "Work Orders and Requests" drop down arrow, then click on "ITS/AV Work Orders" On the page you will select the "Audio/Visual Event Request" box. Then t click on the Yellow box titled "Requests for Event Audio/Visual equipment and support. Event planning" Fill out the form completely and submit. Please note, all equipment requests must be submitted a minimum of one week prior to the date requested.

CHAPTER ELEVEN

Dance and Special Events Policies

A. Facilities

1. Dances may only be scheduled in the Student Center. This facility is reserved through the Astra scheduler on the myHancock portal.
2. Dances are only permitted on Friday or Saturday nights. Clubs and organizations are responsible for paying for required security staffing and custodial costs, as determined by college staff. All dances will close by midnight.
3. Other special events may be permitted in the student center, or elsewhere on campus if space is available, on a weeknight. However, said events will need to be coordinated with Student Activities, Campus Police, and Facilities..

B. Admission

1. Allan Hancock College students will be admitted to Allan Hancock College dances and/or special events providing they present their current valid Student Identification Card.

C. Supervision

1. Club sponsored dances and events must be attended from beginning to end by the club advisor(s) (or delegated substitute approved by the Vice President, Student Services or his/her designee). Additionally, for dances, the names of at least one chaperone must be given in writing to the Director, Student Activities and Outreach at least one week before the event. The need for additional staffing for other special events will be determined on a case-by-case basis and is dependent upon the projected attendance.
2. The Club Advisor must be present at the dance or event entry door during the hours of the dance/event to regulate entrance procedures.
3. Campus police or their designated agent must be present during the hours of the dance or special event. Remember, while campus facilities may be used at no charge, clubs will be required to pay the full cost of security. Security needs are determined solely by Allan Hancock College Police Department.

D. Logistics

1. Scheduling of dances and special events, building use, and "Instructions to Maintenance" form (Addendum) are coordinated through the Coordinator, Student Activities. A "Request for Activity Date" form (Addendum) is required and due at least one month prior to the event.

CHAPTER ELEVEN

Dance and Special Events Policies

2. Scheduling of a time for decorating should be arranged with the Student Activities Office.
3. An Independent Contractor/Professional Service Agreement (Addendum) is required for performing groups and/or Disc Jockey (DJ) and must be handled with the assistance of the Director, Student Activities at least three weeks prior to the event.

E. Regulations

1. Allan Hancock College dances and special events will be held on campus only.
2. Publicity for all college dances and special events will be restricted to the campus.
3. It is contrary to California State Law to possess, serve, or consume intoxicants at any college function, regardless of the age of those participating.

CHAPTER TWELVE

Travel

Occasionally, clubs and other student groups plan extracurricular trips off campus, such as attending a conference or a trip to a landmark or museum. For example, a film or art club may wish to plan a club trip to an Art or Motion Picture Museum. As a reminder, it is recommended that the club advisor supervises all such trips. While this type of activity is certainly encouraged and supported, they often pose liability exposure to the college. The exposures are created due to the nature and/or location of the activity. To control the liability exposure to the college, specific procedures need to be followed and forms completed.

It is the responsibility of the club advisor to ensure all participants complete all appropriate paperwork before embarking on any extracurricular activity at an off-campus venue. Copies of each of the following forms, which are required, are included as addendums to this handbook for information purposes. Club advisors will, at the beginning of each year when the club charter is approved, receive additional information pertaining to club travel.

- Field Trip Excursion Request (Addendum)
- Assumption of Risk (Addendum)
- Excursion/Field Trip Notice and Medical Authorization (Addendum)
- Voluntary Activity Waiver Release and Indemnity Agreement (Addendum)
- Voluntary Transportation Agreement (Addendum)
- Steps for Successful Conference Attendance (Addendum)

For staff:

- District Travel Request (Addendum)
- Personal Vehicle Use (Addendum)

Board Policy prohibits Staff members from driving students in personal vehicles.



RECOMMENDED FORM FOR CLUB ORGANIZATION CONSTITUTIONS

CONSTITUTION OF THE _____ CLUB

ARTICLE 1

Name of Organization

Section 1: the name of this organization shall be _____

ARTICLE 2

Purpose of the Organization

Section 1: (A general statement of the purpose and the scope of the organization.)

Article 3

Qualifications of Membership

Section 1: (A general statement of eligibility for membership.)

ARTICLE 4

Officers of the Organization

Section 1: The elected officers of this organization shall be _____

(list all elected officers positions)

Section 2: Term of office shall be _____

Section 3: It shall be the duty of the President _____, etc.

Section 4: It shall be the duty of the Vice President _____, etc.

Section 5: (Add more sections to take care of the duties of all the officers.) '

ARTICLE 5

Executive Board

Section 1: The Executive Board shall consist of the elected officers and the faculty advisor
(Chairpeople of standing committees may be added.)

Section 2: _____ (state what majority—two- thirds, three-fourths, or simple majority) vote of the Executive Board,
with the approval of the advisor, shall be necessary to pass any business which is referred to the Executive Board.

ARTICLE 6
Meetings

Section 1: (Frequency of meetings.)

Section 2: (Procedure of calling special meetings.)

ARTICLE 7
Quorum

Section 1: (State specially the minimum number of the members which must present at a meeting in order to transact business legally.)

ARTICLE 8
Amendments

Section 1: Amendments must be presented to the Executive Board for approval before they may be submitted to the organization for vote.

Section 2: Provision for Notice. (It is suggested that this notice be given to the membership regarding a proposed amendment to the to the Constitution one meeting prior to the actual vote.)

Section 3: This constitution may be amended by a _____ (state what majority) vote of the membership at the first meeting of the organization at which a quorum is present following the approval of the amendment by the Executive Board.

ARTICLE 9
Enacting Clause

Section 1: This constitution shall become effective upon approval of the Commissioner of Legislative Affairs and the Vice President, Student Development & Services of Allan Hancock or his/her designee

SIGNATURES

(ASBG rep)

(Date)

(Coordinator, Student Activities)

(Date)



Club Registration Form & Membership List

PLEASE RETURN TO THE STUDENT ACTIVITIES COORDINATOR

Date: _____

Please print legibly

Name of Club: _____

Club Advisor(s): _____

Inter Club Council (ICC) Representative: _____

Club Officers:

Name/Position

email address

phone number

| Name/Position | email address | phone number |
|---------------|---------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Membership List (Names and H number)

| | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |



ALLAN HANCOCK COLLEGE CLUB CHARTER

Club Name: _____

We, the undersigned, agree to the following:

1. Club membership will be open to Allan Hancock College Students, regardless of race, religion, sex, national origin or physical limitations.
2. To have a student representative at the Inter-Club Council meetings
3. To inform ourselves of school policies as they relate to clubs and organizations, and to observe these policies in all official activities of our club or organization.
4. To cooperate with other clubs in working for the good of the total college community.

PRINTED NAME AND SIGNATURE:

Printed: _____

Printed: _____

Signature: _____

Advisor

Signature: _____

Co-Advisor (if applicable)

Printed: _____

Signature: _____

Club President

This club is hereby granted a charter for the year _____.
(The club shall retain one copy of the charter, and the other will be placed on file in the Student Activities Office.)

Student Activities

Date

ASBG Representative

Date



NEW CLUB FUND REQUEST FORM

Suggested name for club fund _____

Purpose of fund:

Do you propose to do any fundraising for the club? If yes, describe briefly:

_____ one-time only event _____ continuing

List type of expenditures that monies can be used for:

Note: Three signatures will be required for withdrawals per Ed Code 76063(e).

Club President/Treasurer (student) _____ Date _____ Supt./VP, Student Services _____ Date _____

Proj. Dir., Student Activities & Outreach _____ Date _____

DISTRICT APPROVAL

FOR DISTRICT USE ONLY

Project Director, Student Activities & Outreach _____

Club Fund ID (FOAP) _____

Date approved _____

Name of club fund _____

Assoc. Supt./Vice Pres., Finance & Admin. _____

Date approved _____

*Complete form, acquire all signature approvals, and route to Auxiliary Accounting Services, B 207, for fund creation and approval queue setup.



ALLAN HANCOCK COLLEGE

Associated Students

REQUEST FOR ACTIVITY DATE

Date Submitted: _____

Name of Organization: _____

Activity or Event: _____

Date of Event: _____

Time (hours): _____

Place: _____

Admission Charge: _____

Student Chairperson: _____

(Signature)

Organization Advisor: _____

(Signature)

Approval : _____

Director, Student Activities

Date



Date Application was Completed: _____

PLEASE NOTE: Requests for PA systems, or any audio visual equipment needs, requestor must complete an "Audio Visual Equipment Request" in myHancock under Work Tools – Requests for Assistance.

If you are serving food (for sale or given away at no cost) you need to have Martin Testa, Food Services, initial this form:

Martin Testa _____

INSTRUCTIONS TO MAINTENANCE

(Please PRINT with Dark Ink)

Person/Organization Requesting Facilities _____

Phone Number or Extension _____

Facilities/Room(s) Requested _____

Date of Event _____

Timeframe of Event (Ex: 9:00 a.m. – 12 noon) _____

Astra Reservation # _____

Nature of Activity _____

Special Set-Up Explanation*: (Tables, Chairs, how many attendees expected, etc.) _____

Attach a room set-up diagram _____

Signature of Person Requesting Facility _____ Print Name of Person Requesting Facility _____

Approval Signature: _____ Date of Approval: _____

Office Use: →

PS: _____
CSO GSO MSO

CP: _____

MS: _____

BS: _____



AUXILIARY ACCOUNTING SERVICES

Check Request

TYPE OF FUND (Check appropriate fund)

ASB ATHLETIC STUDENT CLUBS STUDENT REP FEE DISTRICT TRUST

Please print information clearly and submit proper, original documentation with request to Auxiliary Accounting Services, B 207, after electronically attaching to your purchase request.

Date of Request: _____ Amount of Request: \$ _____

Payee: _____ ID Number: H _____

Address: _____

Check mailed unless marked for pick-up. Pick-Up: By: _____ Phone: _____

Account Name: _____ Requisition #: R _____

Chart: _____ Fund: _____ Org: _____ Account: _____ Program: 696000 \$ _____

Split-Fund: _____ Org: _____ Account: _____ Program: 696000 \$ _____

Purpose of payment: _____

Date of Event: _____ Name of Event/Opponent: _____

For ASB, ASB Athletics, Student Rep Fee, and Student Clubs funds:

Advisor Name: _____ Signature: _____

Student Name: _____ Signature: _____

Auxiliary Accounting Services Use Only

Banner Invoice #: I _____ Receiving Doc#: Y _____

Purchase Requisition #: R _____ Purchase Order #: AX _____

Vendor Invoice Date: _____ Vendor Invoice #: _____

Check Number(s): _____ Check Date: _____



800 South College Drive,
Santa Maria, CA 93454-6399
805-922-6966 X3291

ALLAN HANCOCK COLLEGE EMPLOYEE / STUDENT REIMBURSEMENT CERTIFICATION

EMPLOYEE / STUDENT TO BE REIMBURSED: _____

H# _____ PHONE: _____

AMOUNT TO BE REIMBURSED: \$ _____

BUDGET CODE: _____ - _____ - _____ - 696000
Chart Fund Org. Account Program

BRIEF DESCRIPTION: _____

I understand checks for clubs and ASBG will be made available for pick up at the Student Activities office, located in Building G 105A. Checks for athletics will be made available for pick up in the Athletics Dept.

I have a special circumstance and will pick up my check at Auxiliary Accounting Services, located in Building B 207, when I am notified that it is ready.

I certify that the attached invoices or cash register tapes represent purchases made for legal community college district purposes only.

Payee Signature

Date

Signature of Supervisor or
Advisor for Club Accounts

Date



FUNDRAISING PROPOSAL – CLUB FUND

Be sure to complete this form fully - incomplete forms will be returned to the club unsigned and will delay approval.

YOU SHOULD HAVE THIS FORM TURNED IN A MINIMUM OF 2 WEEKS PRIOR TO THE FUNDRAISING EVENT.

1. Club Name: _____

2. Type of fundraising activities: _____

(Food sales – indicate what type of food is being sold. Also, at least one member of the group must have safe food handler training and must check with the City for relevant food permit.)
Name of certified Safe Food Handler: _____

3. Proceeds will be used for _____

4. Date of event/activity: _____

5. Club president _____ Phone _____
(Please print)

Club advisor _____ Phone _____
(Please print)

6. Area to be used: _____

7. Will this fundraising activity include a RAFFLE? Yes No

If Yes, **STOP**. All raffle revenue and expenses must flow through the AHC Foundation, ext. 3629. For all other fundraising activities, please proceed.

8. Budget for activity – complete fully:

Expected gross revenue (sales price per item x # of items):

Sales price per item _____ x # of items _____ = gross revenue _____

Sales price per item _____ x # of items _____ = gross revenue _____

Sales price per item _____ x # of items _____ = gross revenue _____

Expected gross revenue (total) \$ _____

Cost of goods and/or services (if donated, indicate that below):

Item: _____ Cost per item: _____ Donated? Yes No

Item: _____ Cost per item: _____ Donated? Yes No

Item: _____ Cost per item: _____ Donated? Yes No

Expected cost (total) \$ _____

Expected profit (gross revenue less total cost) \$ _____



FUNDRAISING PROPOSAL – CLUB FUND, cont'd.

For food sales: _____ Food Court Manager or designee must sign.

Applicant(s) hereby agree to hold the Allan Hancock Community College District, the Allan Hancock College Board of Trustees, and all district officers, agents, and employees free and harmless from any loss, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of college facilities.

The undersigned club president and club advisor certify that we shall personally be responsible on behalf of our organization to abide by and enforce the rules and regulations of the college governing the sponsoring of this fundraising event/activity. All funds collected will be deposited in the Auxiliary Accounting Services office and the club treasurer or designee shall provide a financial report on all tickets and/or funds collected within three working days after the fundraising event/activity to the Student Accounts Office. In addition, the club officer and advisor agree that any monetary loss will be borne by the club. It has been determined that sufficient funds are available to cover any monetary loss.

Club president's signature: _____ Date: _____

Club advisor's signature: _____ Date: _____

Project Director, Student Activities & Outreach: _____ Date: _____

Recommendation: Approve Disapprove

Assoc. Supt./VP, Student Services Date: _____

If disapproved, please state reason(s):

Distribution: Auxiliary Accounting Services, Bldg. B 207 (copy)
Student Activities Office, Bldg. G 105A (original)
Food Court Manager (only if food involved)



Cash Box & Game Bag Request

Auxiliary Accounting Services

PLEASE CHECK APPROPRIATE BOXES:

| <u>Fund</u> | <u>Type(s) of Request</u> |
|---|---|
| <input type="checkbox"/> ASB | <input type="checkbox"/> Cash Box |
| <input type="checkbox"/> Athletic | <input type="checkbox"/> Game Bag |
| <input type="checkbox"/> Club | <input type="checkbox"/> Tickets (Please note denomination) |
| <input type="checkbox"/> District Trust | |

Date of Request: _____

Amount of Starting Cash Fund \$ _____ *

Denomination of Tickets: _____

Item Prices: _____

- A starting cash fund is checked out for individual fund-raisers or activities and should be used solely for making change. Expenditures should not be made from this fund under any circumstance.

- All monetary loss will be borne by the fund listed.

*** You must have funds available in the fund listed.**

Request Approval

Requestor - Print Name _____ Date _____

Requestor's Signature _____

Director, Auxiliary Accounting _____ Date _____

| Accounting Office Use Only | | |
|----------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Cashbox | <input type="checkbox"/> Game Bag | <input type="checkbox"/> Tickets |
| Prepared by: _____ | Date: _____ | |

| | | |
|----------|------------------|------------|
| Currency | \$ 20.00 x _____ | = _____ |
| | \$ 10.00 x _____ | = _____ |
| | \$ 5.00 x _____ | = _____ |
| | \$ 1.00 x _____ | = _____ |
| Coin | \$ 0.25 x _____ | = _____ |
| | \$ 0.10 x _____ | = _____ |
| | \$ 0.05 x _____ | = _____ |
| | \$ 0.01 x _____ | = _____ |
| | Total | \$ _____ * |

Will credit/debit cards be accepted? Yes No

Credit/debit cards are processed with the Square app., transaction fees will be charged to the fund account listed.

Request must be submitted with proper signatures at least 5 working days prior to event.

Fund Name: _____

FOAP#: _____

Date of Event: _____

Name of Event: _____

Purpose of starting cash fund (Must be completed)

For fund-raising, please attach approved fund-raising request form.

AAS Revised 09/20/2022



ALLAN
HANCOCK
COLLEGE

Auxiliary Accounting Services

DEPOSIT FORM

This form must accompany ALL deposits of money to the Auxiliary Accounting Services office (B-207). It is the responsibility of the person making the deposit to have the correct FUND AND ACCOUNT CODE.

Date of Deposit: _____

Fund Name: _____

F.O.A.P. (Fund, Organization, Account, Program) Codes

- ASB: 2- _____ - SAX - _____ - 696000
- Student Clubs: 1- _____ - CAX - _____ - 696000
- Student Rep Fee: 1- _____ - FAX - _____ - 696000
- ASB Athletics: 2- _____ - BAX - _____ - 696000
- Trust Athletics: 1- _____ - BAX - _____ - 696000
- Trust Accounts: 1- _____ - DAX - _____ - 696000

Deposit Prepared By: _____
(Print First and Last Name)

Cash Verified By: _____
Deposits of cash must be verified by second person. (Print First and Last Name)

Event Name: _____ Event Date: _____

SOURCE OF FUNDS

AMOUNT

(Ex.: Donation, Dues, Fundraiser, Entry Fees, Returned meal money)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

Less Starting Cash (If Applicable) < _____ >

Total Amount of Deposit: _____

You are responsible for making copies of checks prior to deposit, if needed.

AUXILIARY ACCOUNTING SERVICES USE

Amount of Deposit: _____ Date: _____

Over/Short \$: _____ Receipt #: _____ AAS Staff: _____



ASBG Budget & Finance Committee Funding Request

Deadlines:

Applications must be submitted by 12:00pm on the Wednesday before you wish to have it reviewed by the Budget & Finance Committee. Budget & Finance committee will either recommend or not recommend for approval to the ASBG council at the next board meeting. Board meetings are held each Monday, 12:30pm-1:50pm in G106A. If you have questions, please contact Stephanie Robb in the Student Activities office G105 or srobb@hancockcollege.edu.

Eligibility:

Only AHC students, staff or faculty are eligible for funding. Only clubs approved by ASBG are eligible for funding. Proposals received from organizations will be reviewed on a case-by-case basis.

Eligible Events:

Events must substantially benefit the AHC student community. Only planned programs with detailed cost breakdowns will be considered.

Support:

Full funding is never guaranteed. Please remember that funds do run out as the year progresses. It is in your best interest to apply for funds as early as possible.

Obligations of the organization:

- **Prior to the Event:** Collect all paperwork, methods of payment, and any other important materials for the organization or applicants. Submit all required documentation. Completed the application, provide original invoices and/or receipts
- **After ASBG approves the funding:** Meet with the funding board Treasurer or ASBG Advisor to pick up the funding results the day after the ASBG meeting (Tuesday). Meet with Advisor to review payment processes and timeline for your event. Ensure that the logos of ASBG are prominently displayed on all publications and promotional materials printed after the funding is approved.
- **After the event is completed:** It is recommended that you send a representative to the ASBG meeting after your event. ASBG meetings are held each Monday from 12:30-1:50 in G106A. If your organization fails to fulfill any of the responsibilities, money funded to the organization for the event by ASBG is not promised or owed to you or your vendors. Additionally, your organization may have its access to funding revoked for the next semester.



ASBG Budget & Finance Committee
Funding Application

Organization Name: _____

Contact Person: _____ Email: _____ Phone: _____

Are you using club funds for this event? Y / N _____ Amount \$ _____

If so, from where? _____ Club account balance \$ _____

Any additional funding? Y / N _____ From where? _____

Event/Activity Title: _____

Date of Event: _____ Time: _____ Location: _____

Please provide a brief explanation of the event: _____

Expected Attendance: _____ Total Cost \$: _____ Total Amount Requested \$: _____

What is the purpose of this event? _____

How will this funding enhance/support your vision as an organization? _____

How will this funding enhance/support AHC student body and/or community? _____

Is this event/program open to all AHC students? Y/N if not, who will attend? _____

Line Item Budget

Please complete the following line item budget for your request or create your own using similar formatting. For each individual expense listed, please complete an Individual Expense Description form.

| Expense Type | Expense | Total |
|-----------------------------|---------|--------------|
| Equipment/ Venue Rentals | | |
| Ads/Flyers/ Posters | | |
| Supplies | | |
| Contracts | | |
| Transportation/ Parking | | |
| Postage | | |
| Food | | |
| Vendors | | |
| | | |
| | | |
| | | |
| Other | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | Total |



800 South College Drive Santa Maria, CA 93454

INDEPENDENT CONTRACTOR/PROFESSIONAL SERVICE AGREEMENT

Student Rep Fee, District Trust, Student Club Funds

THIS AGREEMENT made and entered into this ____ day of _____, 20__ by and between the Allan Hancock Joint Community College District, hereinafter referred to as the "DISTRICT," and _____ hereinafter referred to as the "CONTRACTOR" or "CONSULTANT".

Indicate Type of Agreement:

Independent Contractor Agreement Professional Service Agreement

1. Services to be performed: In consideration of the payments as described, Contractor shall perform services for the District as set forth below and shall furnish, at his/her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this agreement. Include a description of any materials, reports, surveys, etc., that are to be furnished. Attach additional pages, if needed.

Services shall begin on ____ and shall be completed on or before ____ and are as follows:

2. Compensation for the services and materials needed in order to perform as noted in paragraph 1: The District shall pay an amount of _____ (\$ _____) to Contractor during term of this Agreement. Payment of the aforesaid sum shall be made within 30 days after the performance of the service and submission of an invoice to the District's Business Services office. All exceptions shall be listed.

3. Relationship of the parties: It is understood that this is an Agreement by and between Contractor and District and is not intended to and shall not be, construed to create the relationship of agent, employee, partnership, joint venture or association or any other relationship whatsoever.

4. Term and duties: The District retains the Contractor and the Contractor agrees to perform the work described in this Agreement on the terms and conditions stated herein. The Agreement will be for the length of time set forth above, unless earlier terminated as set forth later in this Agreement. The Contractor shall perform those tasks (the services) according to the services agreed to above.

This Agreement is the entire agreement between the Contractor and the District regarding the work to be performed by the Contractor. No additional or different terms shall be binding unless in writing signed by both parties.

It is understood that if additional tasks are required from either the District or the Contractor, they shall be set forth in writing, indicating the specific work to be accomplished, the approximate period of time over which performance will be completed. and the additional compensation to be paid for the services, if any.

5. Assignment: The Contractor shall not assign performance under this Agreement without notification and agreement from the District, unless it is so set forth in this Agreement. The Contractor further agrees that, as an independent contractor, each of his/her employees and/or contractors, if any, who perform any of the services noted in this Agreement, will have executed an agreement with the Contractor in a form similar to this one.

6. Conflict of Interest: You covenant that you presently have no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract. You further covenant that in the performance of this contract, you will employ no

person having any such interest. The Superintendent/President may determine in writing, that a particular consultant, due to the scope of work, may be required to comply with disclosure requirements as set forth in Section 87300 of the Government Code.

7. Wages: The Contractor acknowledges and agrees that he/she will be solely responsible for paying all salaries, wages, benefits and other compensation which the Contractor's employees or contractors may be entitled to receive in connection with performing services; paying all travel, lodging and other expenses, unless otherwise provided above; withholding and paying all applicable payroll taxes and contributions, including, without limitation, federal, state and local income taxes, FICA, FUTA, and state unemployment, workers' compensation and disability insurance.

8. Insurance: The Contractor shall maintain workers' compensation insurance, state disability insurance, sufficient comprehensive general liability insurance and other such insurance as the District may reasonably request. The Contractor agrees to defend, indemnify and hold harmless the District, its officers, employees and agents, individually and collectively, from any damage, loss or injuries which may occur to persons or property as a result of Contractor's activities pursuant to this Agreement and, if required, shall provide a certificate of insurance naming District as additional insured.

9. No continuation of services: Nothing contained herein will confer upon the Contractor any right to continue to render services to the District, or to become employed by the District.

10. Attorney fees: If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which prevailing party may be entitled.

11. Governing law: This Agreement and any of its terms or provisions shall be governed by and construed in accordance with the laws of the State of California.

12. Termination: Either party may terminate the Agreement should either party fail to perform the covenants herein contained at the time and manner specified herein. Either party may terminate this Agreement for its convenience upon thirty (30) days written notice to the other if there is no outstanding project assignment.

13. Non-Discrimination: The Contractor affirms to the District that it shall not discriminate against any person in any respect of education or employment, on the basis of race, color, ancestry, religion, gender, marital status, national origin, ethnic identification, age, sexual orientation, mental or physical disability, medical condition or status as a Vietnam-era veteran.

IN WITNESS WHEREOF, the District and the Contractor have signed this Agreement as of the date written below.

CONTRACTOR

Signature of Authorized Agent Date

Name

Title

SSN or EIN

Telephone

Mailing Address

DISTRICT

VP Finance & Administration Date

Name

Superintendent/President Date
Kevin G. Walthers, Ph.D.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

| | | |
|--|--|---|
| Print or type. See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| | 2 Business name/disregarded entity name, if different from above | |
| | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> |
| | 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) |
| | 6 City, state, and ZIP code | |
| | 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | |
|--|---|--|--|--|---|---|--|--|
| Social security number | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </table> | | | | | - | - | | |
| | | | | | | | | |
| - | - | | | | | | | |
| or | | | | | | | | |
| Employer identification number | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td></td> <td></td> <td></td> </tr> </table> | | | | | - | | | |
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



DONATIONS

The following is a good faith estimate of the value of goods or services donated to Allan Hancock College. Please complete the following information and return to the college. Keep a copy for your records.

SECTION #1, DONOR COMPLETES

DONATION DESCRIPTION:

Please provide a full description of the donation and its intended use. (Include any specific criteria associated with donation if desired.)

Three horizontal lines for writing the donation description.

Donor's Name (If donor is a company or organization, please print name of contact person also.)

Donor's Mailing Address

City Zip Phone

Donor's Signature Date

The gift is valued by the donor at \$

The gift was delivered The gift will be delivered AHC will pick up gift

An itemized list of material(s)/equipment is attached YES NO

NOTICE TO DONOR

The amount of the contribution that is deductible for income tax purposes is limited to the value of the goods/services provided by the donor under the guidelines established by the IRS.

Donor - Keep a copy of this form for your records. Please return this form to the department representative, Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93454.

SECTION #2, DEPARTMENT USE:

Name of Department Utilizing Donation:

Department Representative-signature: Ext. Date:

Where will donation be utilized? Santa Maria campus LVC VAFB Ctr. Solvang Ctr.

Forward this original completed form to Espie Valenzuela in Administrative Services.

Please refer

to donation procedures for acknowledgement of gift (posted on myHancock in Doc/Forms Library).

SECTION #3, ADMINISTRATIVE SERVICES USE:

Board acceptance date (donations over \$500) _____

Notes: _____

Copies: President's Office, Office of Vice President Academic Affair



ADMINISTRATIVE SERVICES

DONATION ACCEPTANCE PROCEDURES

AT THE DEPARTMENT LEVEL:

1. Department determines working condition/usefulness and accepts or declines donation.
2. Department representative provides donor with donation form, which is posted on myHancock or available from Administrative Services.
3. Donor completes section #1 of donation form, keeps a copy, and returns signed form to department representative. **Note:** Staff are not to assume responsibility for appraising the value of gifts made to the district.
4. AHC representative completes and signs section #2 of form.
5. Department representative makes copies for: department's files,
dean/director,
vice president (if valued over \$100)

6. Follow the appropriate procedures below depending on the value of the donation.

DONATIONS VALUED AT **LESS THAN \$500:**

Follow steps 1 through 5 above.

- Prepare memo explaining the merits of the donation and how it will benefit your program. Forward memo and *copy* of donation form to the appropriate dean, director, or vice president.
- Department chair/faculty member (*dean/director/VP optional*) writes thank you letter to donor.
- Forward *original* donation form to Espie Valenzuela in Administrative Services, with section #2 completed.

Note: Gifts valued **under \$100** that require no maintenance, repair, or additional expenditures may be accepted by the appropriate administrator. Vice president's approval is not needed.

DONATIONS VALUED AT **\$500 OR MORE** (require a board item and shall not be accepted/used before board approval):

Follow steps 1 through 5 above.

- **Prepare memo explaining the merits of the donation and how it will benefit your program.** This memo provides the background information for board of trustees agenda item. PLEASE PROVIDE SUFFICIENT DESCRIPTION AND HOW GIFT WILL BE UTILIZED.
- Forward memo and *copy* of donation form to the appropriate dean, director, or vice president.
- Forward the *original* donation form and a *copy* of the memo to Linda Reed in Administrative Services. Linda prepares agenda item for board of trustees to accept donation. Check with Linda or President's Office on deadline for agenda items for next board meeting.
- Board of trustees accepts item.
- *President's office* generates thank you letter to donor. (Department chair may also thank donor.)



ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK

Use with all athletics/sports, physical education activity courses recreation, field trips and high-risk classes, i.e., athletics, public safety, performing arts, labs, dance.

_____ wishes to participate in the Allan Hancock Joint
(PRINTED NAME)
Community College District sponsored activity(ies) of

Instructor/Advisor _____ Course #/Activity _____

Course/Club Name _____

I understand and acknowledge that these activities, by their very nature, may pose a potential risk of serious injury/illness to individuals who participate. I understand and acknowledge that some of the injuries/ illnesses that may result from participating in these activities include, but are not limited to, the following:

- | | | | |
|---------------------|-----------------------------|----------------------|----------------------------|
| 1. sprains/strains; | 3. unconsciousness; | 5. paralysis; | 7. death; |
| 2. fractured bones; | 4. head/neck/back injuries; | 6. loss of eyesight; | 8. communicable diseases |
| | | | 9. or other serious injury |

I understand and acknowledge that in order to participate in these activities; I agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agent, or volunteers, shall not be liable for any injury/illness suffered by me as a result of my actions that is incidental to and/or associated with preparing for and/or participating in the activity(ies).

Unless otherwise advised, I understand that I am responsible for my own transportation to and from the activity(ies) and the college assumes no liability for loss or injury resulting from my transportation and any passengers who I might transport, and any person driving a personal vehicle is not an agent of the District. Although the college may assist in coordinating the transportation, any assistance and/or recommendations provided is for informational purposes and is not mandatory. I understand that I am responsible for arranging for my own transportation.

Per Education Code § 87706, when the district does not provide transportation to and from the school premises to attend a school-sponsored activity off of the school premises, the district, its officers, and employees shall not be held liable for the conduct or safety of any student at any time when the student is not on school property.

If the college is providing transportation but I do not use the transportation, I am responsible to make my own transportation arrangements, and the college assumes no responsibility or liability of any kind.

I have no known medical condition that may pose a health and/or safety risk to me or others by participating in the activity (ies).

I hereby release, waive, discharge, indemnify and hold harmless the Allan Hancock Joint Community College District, its officers, employees, board members and agents from all liability from any loss, damage, accident, injury, or death related in any way to this field trip, excursion or other off-campus curriculum-related activity.

I acknowledge that I have carefully read this ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK form and that I understand and agree to its terms.

Student Signature

Date

Parent's Signature (if minor)

Date

IMPORTANT NOTE: Before a student will be allowed to participate in the above activity(ies), a signed Acknowledgment and Assumption of Potential Risk form must be on file each semester and retained within the department for 14 months from the end of activity per the statute of limitation (Gov. Code Sec. 911.2).



**EXCURSION/FIELD TRIP NOTICE
AND MEDICAL AUTHORIZATION**

Name of District: Allan Hancock Joint Community College District
Activity/Class: _____
Advisor/Instructor: _____
Destination: _____
Departure Date & Time: _____ Return Date & Time: _____

As stated in California Code of Regulations, Subchapter 5, Section 55450, I understand that I hold the Allan Hancock Joint Community College District, its officers, agents and employees harmless from any and all liability or claims arising out of or in connection with my participation in this activity.

Transportation: Students are responsible for their own transportation unless otherwise advised in writing. Therefore, the college assumes no liability or responsibility.

The Undersigned also understands that he/she is to conduct him/herself in a responsible manner and shall abide by the California State Education Code and Allan Hancock College policy which prohibits alcoholic beverages or illegal substances being consumed during a college activity regardless of the student's age.

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be the responsibility of the participant.

Signature: _____ Date: _____

Address: _____ Phone: _____

Medical Insurance Carrier Policy No Address

In the event of illness or accident, please notify:

Name & Relationship Address Phone

If there are any special medical problems, kindly attach a description of the problem to this sheet.



VOLUNTARY ACTIVITY WAIVER RELEASE & INDEMNITY AGREEMENT

For and in consideration of permitting _____ to participate in
(Participant)

_____, the undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instructions in said activity or any activities incidental thereto wherever or however the same may occur and continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the Allan Hancock Joint Community College District or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

IT IS THE INTENTION OF THE ABOVE-NAMED PARTICIPANT BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE.

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns, agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against the Allan Hancock Joint Community College District, he/she shall indemnify and save harmless the same Allan Hancock Joint Community College District from any and claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the foregoing Waiver of Liability Notice and the foregoing three (3) paragraphs, has been fully and completely advised of the potential dangers incidental to engaging in the activity and instructing of _____, and is fully aware of the legal consequences of signing the within instrument.

Signature (Participant)

Date

Signature (Witness)

Date



ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

VOLUNTARY TRANSPORTATION AGREEMENT

Student Name: _____

Activity(ies): _____

I understand the Allan Hancock Joint Community College District is/is not providing transportation to and from the above activity(ies). I do not wish to avail myself to the transportation provided by the college.

The above student hereby requests permission to provide for his/her own transportation at his/her own expense.

It is fully understood that the college is in no way responsible, nor does the college assume liability, for any injuries or losses resulting from this transportation. Although the college may assist in coordinating transportation and/or recommending travel time, routes, carpooling, or caravanning to or from this activity, I fully understand that such recommendations are not mandatory.

I also understand that the driver of the vehicle in which I am riding is not driving as an agent of or on behalf of the college, and the college has not confirmed liability insurance coverage, driver's license status or the condition of the vehicle.

Student Signature

Date



STEPS FOR SUCCESSFUL CONFERENCE OR MEETING ATTENDANCE

Name of Conference/Meeting

Date of Conference/Meeting

Location of Conference/Meeting

I understand that I am attending this activity as a member of the _____ and a representative of Allan Hancock College. As such, I am expected to comply fully with all articles in the Allan Hancock College Standards (or Guidelines) of Student Conduct as listed in the College Catalog and on the College Website. I understand that I am to conduct myself in a responsible manner and agree to the following:

- ** **NO ALCOHOLIC BEVERAGES; DRUGS.** California State Education Code and Allan Hancock College prohibit alcoholic beverages or illegal substances being consumed during a college function regardless of student's age. (Information on prescription drugs should be included on the medical consent form in advance of my trip.)
- ** Under no circumstances will co-ed roommates be permitted.
- ** I am responsible for my own behavior and conduct, and I will not be under **direct** supervision of college staff.
- ** **No inappropriate behavior** will be allowed, nor any behavior that would endanger the signatory or others. Any member that causes damages to the facility is liable for replacement cost.
- ** **No outside visitors** will be permitted to participate in conference activities.
- ** Any exceptional cases must be approved by the Club or ASBG Advisor before the conference.

By signing below, I accept the terms outlined above and I fully understand that violation of any part of this agreement may result in possible disciplinary action and immediate dismissal from the conference/workshop, and I will then be responsible for arranging to return to my home at my own expense.

Signature of Participant

Printed Name

Date

Signature of Advisor

Printed Name

Date

Advisor must have a copy of this agreement on file for all conference/meeting attendees prior to leaving.

REPRODUCE THIS ORIGINAL FORM FOR EACH PARTICIPANT.

The club or ASBG Advisor must obtain a completed form for each participant and should maintain on file for one year.



DISTRICT TRAVEL REQUEST

Attach trip information with this request. Submit form and supporting documents as soon as possible, but no later than 30 days prior to the activity.

| | |
|--|--|
| District Employee Requesting Travel: _____ H# _____ Additional Employee(s) Attending (Not needing reimbursement): _____ H# _____ _____ H# _____ Department: _____ Number of Students Attending: _____ Conference/Workshop (Spell-out association name): _____ _____ Purpose of Trip: _____ _____ | Date Submitted: _____ Destination: _____ Address: _____ _____ Destination Telephone #: _____ FOAPs (Include Grant name, if applicable): _____ Budget Approved: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Date/Time of Departure: _____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM Date/Time of Return: _____ <input type="checkbox"/> AM _____ <input type="checkbox"/> PM |
|--|--|

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------|--------------------|--|--|--------------------------|--|------------------------------|--------------------------|--|----------------------------|--------------------------|--|----------------|--------------------------|--|---------------------|--------------------------|--|-------------------|--------------------------|--|----------------|--------------------------|--|---------------------------------------|--|--|------------------------|--------------------------|--|--------------|--------------------------|--|---|
| COST OF TRAVEL TO BE PAID BY DISTRICT: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center; font-size: small;">CHARGE CAL CARD</td> <td style="width: 20%;"></td> </tr> <tr> <td>Conference Registration¹.....\$</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Lodging².....\$</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Meals³.....\$</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Parking.....\$</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Shuttle/Taxi.....\$</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Car Rental.....\$</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Airfare.....\$</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mileage⁴ @ .655 ..\$ 0.00</td> <td></td> <td></td> </tr> <tr> <td>Internet Access.....\$</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other.....\$</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table> District Vehicle ⁵ <input type="checkbox"/> Yes <input type="checkbox"/> No TOTAL ESTIMATED COST:\$ 0.00 | | CHARGE CAL CARD | | Conference Registration ¹\$ | <input type="checkbox"/> | | Lodging ²\$ | <input type="checkbox"/> | | Meals ³\$ | <input type="checkbox"/> | | Parking.....\$ | <input type="checkbox"/> | | Shuttle/Taxi.....\$ | <input type="checkbox"/> | | Car Rental.....\$ | <input type="checkbox"/> | | Airfare.....\$ | <input type="checkbox"/> | | Mileage ⁴ @ .655 ..\$ 0.00 | | | Internet Access.....\$ | <input type="checkbox"/> | | Other.....\$ | <input type="checkbox"/> | | ¹ If prepayment is required, attach <i>Request for Check</i> with supporting documents. ² Room Guarantee Required <input type="checkbox"/> Yes <input type="checkbox"/> No Credit Card Used: <input type="checkbox"/> Personal <input type="checkbox"/> District Confirmation #: _____ ³ Attach meal per diem rates from https://www.gsa.gov/ ⁴ Attach Google Maps for mileage reimbursement. ⁵ Employee must contact Plant Services, ext. 3225, to reserve a District vehicle. Keys must be checked out from Plant Services prior to 4:00 p.m. on a regular working day. Will any travel expenses be paid or reimbursed by another agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount: \$ _____ Name of Agency: _____ |
| | CHARGE CAL CARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conference Registration ¹\$ | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lodging ²\$ | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Meals ³\$ | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parking.....\$ | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shuttle/Taxi.....\$ | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Car Rental.....\$ | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Airfare.....\$ | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mileage ⁴ @ .655 ..\$ 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Internet Access.....\$ | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other.....\$ | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

I request approval for the aforementioned travel, which is for the benefit of the college.

| | |
|------------------------------|------------|
| Signature of Applicant _____ | Date _____ |
|------------------------------|------------|

AUTHORIZATION AND APPROVALS:

| | | | |
|---|------------|-----------|------|
| Department Head/Supervisor: | | | |
| | Print Name | Signature | Date |
| Supervising Administrator: | | | |
| | Print Name | Signature | Date |
| Cabinet Level Administrator: | | | |
| | Print Name | Signature | Date |
| Superintendent/President: (Required for out-of-state travel) | | | |
| | Print Name | Signature | Date |

SUBMIT APPROVED FORM AND SUPPORTING DOCUMENTS TO accountspayable@hancockcollege.edu



ALLAN HANCOCK COLLEGE

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PERSONAL VEHICLE USE**

Name: _____ Phone _____ DOB: _____

Driver's License # _____ Exp. Date: _____

Year/Make of Auto: _____ Vehicle License No. _____

Insurance Carrier _____ Phone # _____

Liability Limits _____ Policy # _____ Exp. Date _____

I certify that the above information is correct and that the insurance coverage is in force. I understand that while driving my personal vehicle in the course of my duties with the college that I must have liability insurance coverage and a valid driver's license as required by the State of California. I agree to advise the college, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

If you drive your personal automobile while on college business and you are involved in an accident, by law your liability insurance policy is used first. The college liability coverage would be used only after your limits have been exceeded. The college does not provide comprehensive or collision coverage to your vehicle.

All persons driving on college business will: (1) follow the most direct route; (2) avoid unnecessary stops; (3) transport only authorized persons, no guests; (4) transport no more than nine students, no matter what size of vehicle; and (5) ensure that all vehicle occupants use seat belts if available in the vehicle.

Attach a photocopy of the following: (1) "Proof of Insurance" provided by your automobile insurance company that indicates expiration date of insurance, and (2) Driver's license. The college may obtain a driving record check from the California Department of Motor Vehicles.

Signed: _____ Date: _____

Site: _____ Purpose: _____

Approval _____ Date: _____